



## **Director of Development**

### **Mission Statement**

My Sister's House (MSH) is a nonprofit organization which provides services, programs and resources to empower victims of domestic violence and their children to be free from abuse.

### **Employment Status**

Full Time; 40+ hours per week.

Compensation commensurate with candidate's experience and skills.

### **Job Summary**

The Director of Development (*DOD*) is charged with managing and implementing My Sister's House's professional development plan. The *DOD* is responsible for planning, execution, control and evaluation of MSH's Development Program, to include: 1) Donor development and cultivation, 2) Fundraising plan, 3) Annual gifts and 4) Capital Campaign. The position works closely with the Executive Director (ED) and the Board of Directors to enhance and support the overall mission of MSH, and to assure that ample unrestricted and program funds are generated. The *DOD* will also support special events, public relations and communications efforts of MSH.

### **Duties and Responsibilities**

#### **Planning and Tracking:**

- Work closely with the Board and ED to establish annual budgets and long-term goals for development
- Provide strategic direction of all campaigns and fundraising initiatives
- Monitor development budgets and related financials
- Prepare monthly and annual reports on all development activity

#### **Fundraising and Donor Relations:**

- Identify, cultivate and solicit cash and in-kind sponsorships and donations from individuals, corporations and foundations
- Maintain all donor and prospect information utilizing MSH's database
- Oversee an annual giving program that includes electronic and direct mail programs
- Manage a donor and gift acknowledgement program
- Create donor appreciation and cultivation events and activities
- Track and communicate with donors

#### **Other Responsibilities:**

- Prepare communication materials and newsletters for fundraising: including print materials, multi-media presentations, letters, press releases, marketing materials and annual reports focused on fundraising
- Assist MSH staff and volunteers with coordination of special events
- Promote MSH's mission, goals, vision and programming throughout the community
- Network with other domestic violence organizations locally, statewide and regionally.

## **Preferred Qualifications**

- Bachelor's Degree—Business, Marketing or Non-Profit major helpful
- 3+ years of successful fundraising experience essential
- Excellent written, interpersonal and communication skills
- Strong time and fiscal management skills
- Aptitude in working with diverse community groups, including major individual and corporate donors and ability to network and establish relationships
- Experience with database management and fundraising software. Knowledge of eTapestry is beneficial
- Able to work flexible schedule
- Knowledge of and commitment to the goals and philosophy of MSH
- Exhibit passion, empathy, compassion and respect towards the population we serve

## **Benefits**

- DOD is eligible to participate in the MSH's comprehensive medical and dental program.
- DOD is eligible for Term Life and Accidental Death and Dismemberment Insurance.
- DOD is eligible to enroll in MSH-sponsored 403(b) Retirement Plan.

## **To Apply**

**Please send resumes with cover letter and three references by February 29 to:**

**Hayley S. Carter, M.D.**  
**President, Board of Directors**  
[hscarter@aol.com](mailto:hscarter@aol.com)  
**1109 Donahue Drive**  
**Charleston, SC 29407**

Note: All candidates are subject to a background check and drug screening.